



KING COUNTY

ADMINISTRATIVE INTERN
DEPARTMENT OF EXECUTIVE SERVICES
HUMAN RESOURCES DIVISION
DISABILITY SERVICES SECTION

Hourly Rate Range (undergraduate): \$11.23 - \$14.24

Hourly Rate Range (graduate): \$14.24 - \$18.05

Job Announcement: 06JH5988

OPEN: 4/5/06 CLOSE: Open Until Filled

WHO MAY APPLY: This position is open to graduate and undergraduate college students, with preference to those studying Vocational Rehabilitation, Human Resources or a related field. Administrative Interns are enrolled full-time during the regular school year in an accredited education or apprenticeship program and wish to gain practical work experience related to their field of study.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Human Resources Division, 500 Fourth Avenue, Room 450, Seattle, WA 98104**. Contact Jenny Haykin at (206) 263-4249 or Jenny.Haykin@metrokc.gov for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume, and a cover letter describing your experience and how you meet or exceed the requirements for the position are required. The start date for this position is anticipated for June 5, 2006. Initial screening of applications will occur after April 14, 2006. Additional screenings *may* occur as needed until a selection is made.

WORK LOCATION: 400 Yesler Way, Yesler Building, downtown Seattle.

WORK SCHEDULE: Monday through Friday, 8:00 a.m. – 5:00 p.m. Work hours will be 40 hours per week during the 2006 summer break. During the school year, hours may vary between 7 – 15 hours per week depending on student schedule and availability. Additional hours may be available during future school breaks. **Anticipated start date is June 5, 2006.** This position is non-exempt from the provisions of the Fair Labor Standards Act, and is overtime eligible. This job is not eligible for benefits.

PRIMARY JOB FUNCTIONS: As part of the full-time student's ongoing course of study, this position offers practical work experience in the field of Vocational Rehabilitation. A team of four Vocational Rehabilitation Counselors in the Disability Services section of King County will provide supervision and guidance in the completion of learning objectives that enhance the Administrative Intern's classroom experience. The Administrative Intern will enhance their practical competencies by learning how to perform functions such as the following:

1. Open client files and enter case notes using proprietary databases and Lotus Notes.
2. Contact Long Term Disability (LTD) providers and workplace supervisors to create LTD job analyses and pre-employment physical job analyses.
3. Post job analysis documents onto website.
4. Record equipment inventory and use County vehicle to deliver job modification equipment to clients.
5. Document and record job announcements received by Disability Services.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

6. Create workbooks and presentation materials and help set up presentations.
7. Complete other office duties and special projects as assigned.

QUALIFICATIONS:

- Must be able to demonstrate full-time status as a student; preference will be provided to students studying a subject related to Vocational Rehabilitation, Human Resources or a related field.
- Must have intermediate to advanced skills in Microsoft Office programs, and the ability to learn Lotus Notes and file transfer protocol (FTP).
- Keyboarding skills of 50 words per minute with a high level of accuracy and attention to detail is required.
- Ability to maintain strict confidentiality of information and communications is required.
- Good interpersonal skills are needed for interactions with work team and King County management.

NECESSARY SPECIAL REQUIREMENTS:

- All interns must provide acceptable documentation of full-time school enrollment in advance of hire and before the commencement of each successive qualifying academic term.
- Must possess a valid Washington state driver's license.
- Must be able to transport equipment weighing up to 50 pounds to worksites throughout King County.

SELECTION PROCESS: The evaluation and selection process will include a preliminary screening of application materials for qualifications and completeness. The applicants who meet or exceed the required qualifications and indicate that they possess the most competitive background in directly related experience, knowledge, and training will be tested for competence with computer software programs and may be invited for interviews.

Class Code: 299601/299701/299801/299901